

**DUTY STATEMENT**

(07/14)

*Shaded area for Personnel Office use only*

		Effective Date: March 2022	
1. OFFICE State Coastal Conservancy		POSITION NUMBER (Agency - Unit - Class - Serial) 536-100-5142-003	
2. HEADQUARTER LOCATION Oakland, CA		3. CLASS TITLE Associate Personnel Analyst	
4. WORKING HOURS/SCHEDULE TO BE WORKED 8:00 a.m. to 5:00 p.m., Monday to Friday		5. SPECIFIC LOCATION ASSIGNED TO N/A	
6. PROPOSED INCUMBENT (If known)		7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 536-100-5142-003	
<b>All employees are expected to work cooperatively with others; maintain regular, consistent and predictable attendance; possess integrity, initiative, dependability and good judgment.</b>			
8. BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the Administrative Deputy Executive Officer (CEA) – Develops and implements the diversity and inclusion efforts within the personnel program at the Coastal Conservancy. Conducts recruitment, hiring, onboarding, reasonable accommodation, and employee engagement. Receives direction and assignments from the HR Officer.			
9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>		
50%	<b>ESSENTIAL FUNCTIONS</b>  <b>Exam, Recruitment and Hiring</b> - Administers SCC's decentralized examinations by developing job analyses (JA) and/or participating in CalHR JA's, creating exam plans, post exam bulletins, Minimum Qualifications (MQ) exam applications, sets up the exam, including exam panel/rooms, scores and enters data into ECOS.  Assists management and works with the Justice, Equity, Diversity, and Inclusion (JEDI) Hiring committee in the recruitment and hiring process. Provides consultation to managers on job classifications and hiring methods to support staffing needs. Research recruitment trends and recommends hiring process improvements. Maintains and updates SCC's "Hiring Process Roles and Responsibilities" document and writes and updates desk procedures for recruitment and hiring. Has a clear understanding of the certification process, including list types, clears list according to CalHR/SPB rules. Ensures all hires are legal.  Supports hiring managers in the development/updating of duty statements, job announcements, selection criteria, interview questions, statement of qualification questions, and other hiring documents. Works with hiring managers to increase diversity of applicant pools and reduce implicit bias in hiring process. Reviews all hiring materials to ensure compliance with State hiring rules and regulations. Posts job announcements to CalHR website.  Pursues wide recruitment efforts for SCC jobs by maintaining contact lists for job announcements, sending job announcement emails and letters, posting job announcements on websites and social media, participating in job fairs, and coordinating recruitment efforts with other State agencies. Works with SCC managers and staff to expand recruitment efforts to trade associations, colleges, universities, nonprofits, community groups, and other venues to increase the diversity of applicant pools and attract qualified candidates.		
11. SUPERVISOR'S STATEMENT: <b>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</b>			
SUPERVISOR'S NAME (Print)		SUPERVISOR'S SIGNATURE	DATE
12. EMPLOYEE'S STATEMENT: <b>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</b>			
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.			
EMPLOYEE'S NAME (Print)		EMPLOYEE'S SIGNATURE	DATE

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	<p><b>ESSENTIAL FUNCTIONS (continued)</b></p> <p>Receives job applications and determines eligibility based on minimum qualifications and list/reinstatement/transfer eligibility criteria. Provides hiring team members with all eligible applications and materials needed to review applications against selection criteria. Works with hiring teams to request and evaluate Statements of Qualification. Works with hiring teams to schedule interviews. Can serves on interview panels representing the HR team. Collects information about references and ensures reference check forms are completed. Contacts other State agencies to obtain employment history and review Official Personnel Files. Can conduct reference checks, if requested.</p> <p>Works with hiring managers to make job offers. Verifies hiring eligibility and request salary determination from other APA prior to appointment, follows-up on alternate range changes. Addresses requests for hiring above minimum. Works with hiring manager and new hire to determine start date. Provides appointment information to HR staff to complete Personnel Action Request form.</p> <p>Sets-up new staff orientation with the Union and orients new employees to State service and SCC. Provides new hires with onboarding package from HR office, including benefits, retirement, and policies. Ensures that forms are completed and returned to HR within 60 days of date of hire.</p> <p><b>30% Employee Engagement</b> – Develops and maintains SCC’s Workforce Planning and Succession Management Programs. Develops and implements strategies and programs designed to create an inclusive, welcoming environment for staff. Designs and implements strategies and programs to motivate and engage staff to ensure staff are utilizing talents to their full potential and are committed to SCC’s goals. Develops and implements initiatives to support retention, professional growth, cross-training, and succession. Provides staff with information about CalHR courses and external courses and assists staff with selection of courses. Assists HR Officer with tracking of required training, notifies staff and board members of due dates, and keeps records of completed training. Works with HR Officer to register staff for courses. Coordinates the development and implementation of employee recognition programs, health and wellness programs, and other efforts designed to engage staff. Supports HR Officer to administer SCC’s Employee Assistance Program. Conducts and evaluates employee engagement surveys. Conducts exit interviews with staff who are leaving SCC and summarizes exit interview findings for management while maintaining confidentiality.</p> <p><b>5% Reasonable Accommodation</b> – Oversees the reasonable accommodation process. Analyzes and researches state and federal discrimination and reasonable/religious accommodation laws and regulations. Consults with others to ensure compliance with relevant regulations and laws. Develops recommendations and guidelines to address reasonable accommodation request for employees. Communicates with employees to address inquiries and resolutions for reasonable accommodation.</p> <p><b>5% Upward Mobility (UM) Coordinator</b> Informs UM employees of program, updates UM Policy and completes annual workforce analyst for CalHR.</p> <p><b>10% Miscellaneous</b> – Maintain and notify Union regarding AB 119 requirements. Assures all exams/hiring comply with all items related to SPB audits (appointments, EEO, compensation and pay), back up for the HR Officer. Maintains current knowledge of Government Codes, State Personnel Board and CalHR policies, bargaining unit contracts, Pay Letters, State Controller’s Office letters and CalPERS updates. Creates/Maintains SCC’s Workforce and Succession Management Plans/Programs. Ensures compliance and determines how changes affect SCC; takes or recommends appropriate courses of actions. Attends and participates in various internal and external meetings related to Human Resources (monthly forum meetings: Return to Work, AdHoc, Classification &amp; Pay, Exams/Certification; Performance Management/Progressive Discipline; Transactions; Workforce Planning). Participates in the Disability Advisory Committee with other Conservancies. Prepares sensitive and confidential memos, reports, and other information that is not appropriate for processing by non-HR staff. Maintains confidentiality of HR information as needed.</p> <p><b>100%</b></p>

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	<p><b>KNOWLEDGE, SKILLS AND ABILITIES</b></p> <p><i>Knowledge of:</i> Applying principles and practices of public personnel management; classification and pay principle used in analyzing and describing positions, establishing proper salary levels, and conducting classification and pay surveys; techniques of employee recruitment; employee relations and performance evaluation; test construction and source of test materials; principles, practices, and trends of public administration, and organization and management.</p> <p><i>Ability to:</i> Perform research in various personnel fields; interpret and apply laws, rules, standards, and procedures; develop and administer training programs; analyze and solve difficult technical personnel problems; appraise qualifications of applicants and interview effectively maintain the confidence and cooperation of others; analyze data and present ideas and information effectively; train and supervise subordinates; assume and demonstrate independent responsibility for decisions and actions having broad implications on various aspects of personnel management.</p> <p><i>Skill at:</i> Applying principles and practices of public personnel management.</p> <p><b>DESIRABLE QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>➤ Proficiency with MS Office (Word, Excel, and Outlook)</li> <li>➤ Regular and predictable attendance</li> <li>➤ Experience working with managers/supervisors and executive level staff.</li> <li>➤ Ability to gather, analyze, and interpret data, and make sound decisions and recommendations.</li> <li>➤ Ability to work independently and as a team, juggle multiple priorities complete tasks, follow directions thoroughly, pay attention to detail, and deliver quality work products.</li> <li>➤ Research and analyze applicable statutes, regulations, and policies.</li> <li>➤ Communicate effectively verbally and in writing.</li> <li>➤ Excellent writing skills: ability to prepare comprehensive reports, summaries, presentations, correspondence, and other written documents.</li> <li>➤ Ability to be diplomatic, service-oriented, and collaborate well with peers, colleagues, managers, staff, and the public.</li> <li>➤ Effective time management skills: ability to be flexible and organize day-to-day priorities and long-term assignments.</li> <li>➤ Good organizational skills</li> <li>➤ Deals with individuals in a tactful and professional manner</li> </ul> <p><b>SPECIAL PERSONAL CHARACTERISTICS</b></p> <p>Willingness to work effectively and agreeably under the pressure of short lead times in a production-oriented environment; accept responsibility for accuracy of work; and work in a noisy environment.</p> <p><b>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</b></p> <p><u>Work Environment</u></p> <ul style="list-style-type: none"> <li>▪ Office setting; Monday through Friday; prolonged periods of sitting</li> <li>▪ Work on a computer up to 7 hours a day on occasions</li> <li>▪ Ability to lift up to 15 pounds</li> <li>▪ Work is Indoor, although it may be necessary occasionally to go outdoors</li> <li>▪ May require an employee to work in stressful or time-pressured situations</li> <li>▪ Multitask, meet deadlines, and adjust to changing priorities in a cooperative manner</li> <li>▪ Travel by car or plane, with overnight stays necessary on occasion</li> <li>▪ May require an employee to work in adversarial situations</li> <li>▪ Attend and participate in meetings</li> <li>▪ Multitask, meet deadlines, and adjust to changing priorities in a cooperative manner</li> </ul>

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	<p><u><b>Mental Ability</b></u></p> <ul style="list-style-type: none"> <li>▪ Understand verbal instructions</li> <li>▪ Understand written and verbal communication</li> <li>▪ Must maintain a professional demeanor at all times, and remain calm under pressure</li> <li>▪ Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals</li> <li>▪ Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form</li> <li>▪ Deal with problems involving several concrete variables in standardized situations.</li> </ul> <p>Some of the above requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.</p> <p><u><b>Reading:</b></u> Understand and use written information that may be presented in a variety of formats, such as text, tables, lists, figures, and diagrams; select reading strategies appropriate to the purpose, such as skimming for highlights, reading for detail, reading for meaning, and critical analysis.</p> <p><u><b>Writing:</b></u> Express ideas and information in written form clearly, succinctly, accurately, and in an organized manner; use English language conventions of spelling, punctuation, grammar, and sentence and paragraph structure; and tailor written communication to the intended purpose and audience.</p> <p><u><b>Mathematics:</b></u> Understand, interpret, and manipulate numeric or symbolic information; solve problems by selecting and applying appropriate quantitative methods such as arithmetic, quantitative reasoning, estimation, measurement, probability, statistics, algebra, geometry, and trigonometry.</p> <p><u><b>Organizing and planning:</b></u> Organize and structure work for effective performance and goal attainment; set and balance priorities; anticipate obstacles; formulate plans consistent with available human, financial, and physical resources; modify plans or adjust priorities given changing goals or conditions.</p> <p><u><b>Using social skills:</b></u> Interact with others in ways that are friendly, courteous, and tactful and that demonstrate respect for individual and cultural differences and for the attitudes and feelings of others.</p> <p><u><b>Adaptability:</b></u> Change one's own behavior or work methods to adjust to other people or to changing situations or work demands; be receptive to new information, ideas, or strategies to achieve goals.</p> <p><u><b>Working in teams:</b></u> Work cooperatively and collaboratively with others to achieve goals by sharing or integrating ideas, knowledge, skills, information, support, resources, responsibility, and recognition.</p> <p><u><b>Self and career development:</b></u> Identify own work and career interests, strengths, and limitations; pursue education, training, feedback, or other opportunities for learning and development; manage, direct, and monitor one's own learning and development.</p>

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	<p><u>Listening</u>: Attend to, receive, and correctly interpret verbal communications and directions through cues such as the content and context of the message and the tone, gestures, and facial expressions of the speaker.</p> <p><u>Leading others</u>: Motivate, inspire, and influence others toward effective individual or teamwork performance, goal attainment, and personal learning and development by serving as a mentor, coach, and role model and by providing feedback and recognition or rewards.</p> <p><u>Building consensus</u>: Build consensus among individuals or groups by facilitating agreements that involve sharing or exchanging resources or resolving differences in such a way as to promote mutual goals and interests; by persuading others to change their point of view or behavior without losing their future support; and by resolving conflicts, confrontations, and disagreements while maintaining productive working relationships.</p> <p><u>Speaking</u>: Express ideas and facts orally in a clear and understandable manner that sustains listener attention and interest; tailor oral communication to the intended purpose and audience.</p> <p><u>Using information and communications technology</u>: Select, access, and use necessary information, data, and communications-related technologies, such as basic personal computer applications, telecommunications equipment, Internet, electronic calculators, voice mail, email, facsimile machines, and copying equipment to accomplish work activities.</p> <p><u>Gathering and analyzing information</u>: Obtain facts, information, or data relevant to a particular problem, question, or issue through observation of events or situations, discussion with others, research, or retrieval from written or electronic sources; organize, integrate, analyze, and evaluate information.</p> <p><u>Analyzing and solving problems</u>: Anticipate or identify problems and their causes; develop and analyze potential solutions or improvements using rational and logical processes or innovative and creative approaches when needed.</p> <p><u>Making decisions and judgments</u>: Make decisions that consider relevant facts and information, potential risks and benefits, and short- and long-term consequences or alternatives.</p>